



UNITED STATES DEPARTMENT OF COMMERCE
National Oceanic and Atmospheric Administration
OFFICE OF ACQUISITION AND GRANTS

February 28, 2006

MEMORANDUM FOR: Associate Administrators
Staff Office Directors

FROM: Helen Hurcombe *Helen Hurcombe*
Director, Acquisition and Grants Office

SUBJECT: Fiscal Year 2006 and 2007 Procurement Cutoff Dates

In accordance with the Year End Closing Instructions issued by the Finance Office, all Fiscal Year (FY) 2006 obligations must be recorded by **9/25/2006**.

The following cutoff dates have been established by the Acquisition and Grants Office for receipt of FY 2006 and 2007 procurement requests. The FY 2006 dates should also be used as a guide for the submission of FY 2007 procurement requests for new or continued services with a start date of October 1, 2007. Please use these dates as guidelines in planning your procurement requests.

<u>Dollar Value of Procurement Action</u>	<u>FY 2006 Cutoff Date*</u>	<u>FY 2007 Cutoff Date*</u>
\$0.00 - \$24,999.99	August 31, 2006	August 31, 2007
\$25,000.00 - \$100,000.00	July 17, 2006	July 17, 2007
Any order for services against an existing contract (GSA Schedule, GWAC, IDIQ)	June 30, 2006	June 29, 2007
Any other order against an existing contract (GSA Schedule, GWAC, IDIQ)	August 1, 2006	August 1, 2007
\$100,001.00 - \$499,999.00	May 1, 2006	May 1, 2007
\$500,000.00 - \$4,999,999.99	February 28, 2006	February 28, 2007
\$5,000,000.00 - \$9,999,999.99	January 30, 2006	January 30, 2007
\$10,000,000.00 and up	October 1, 2006	October 1, 2006

*Assumes receipt of a complete procurement request package (ready requisition) with all necessary approvals and documentation.

These cutoff dates are provided as general guidance to be utilized when developing component acquisition plans. Each planned acquisition will have a milestone plan negotiated between the assigned Contract Specialist and the Project Officer which will establish submittal and completion dates for each acquisition.

While some of the dates for FY 2006 have already passed, the above dates are not inconsistent with cutoff dates established in prior fiscal years and they were provided to all Line and Staff Offices by memorandum from the Director, Acquisition and Grants Office, on May 10, 2005. These cutoff dates have been established based on many years of application of the statutory and regulatory requirements governing the processing of acquisitions in the federal Government and are calculated to permit full compliance with those statutes and regulations and to accommodate the increased acquisition workload that occurs at the end of each fiscal year. If there are acquisitions valued at \$100,000 or more to be submitted for award in FY 2006, the requesting program office should immediately contact their servicing Acquisition Management Division to discuss acquisition strategy and to determine the feasibility of processing the acquisition this fiscal year recognizing the statutory, regulatory and policy requirements associated with acquisitions of this dollar value and higher.

In keeping with long-standing policy, all requisitions will be accepted for processing, no matter when they are received and handled on a “best efforts” basis. However, procurement requests received after the established cutoff dates will require written explanation and clearance by line/staff office senior management. This approval requirement was implemented for two reasons. First, to promote advance acquisition planning and to keep Line/Staff Office senior management informed of acquisitions being submitted late. Secondly, depending on workload, it may become necessary to prioritize acquisition requirements to permit the most critical acquisitions to be processed before others. Knowing what is being submitted after the cutoff dates will help Line/Staff Office senior management make these decisions.

Accordingly, each procurement request submitted after the above cutoff dates must be accompanied by either a hard-copy memorandum or an e-mail request from the line office Assistant Administrator/Staff Office Director (or their delegee) to the Director of the servicing Acquisition Management Division documenting the reason why prior notification and submission was not possible, the criticality of the proposed acquisition and the impact of not making the award this fiscal year (see Attachment 1 for a suggested format). The Assistant Administrator/Staff Office Director may delegate this authority to their Deputy Assistant Administrator/Deputy Director or Chief Financial Officer. Notification of such delegations should be provided to the Acquisition and Grants Office for dissemination to all Acquisition Management Divisions. Further re-delegations will be considered on a case-by-case basis upon discussion with the Director, Acquisition and Grants Office. Delegations from FY 2005 need to be re-affirmed or new delegations established.

To assist program offices in planning for current and future acquisitions, the Type of Acquisition Action (TAA) List, Exhibit 2, found under Part 7 of the NOAA Acquisition Handbook provides standard procurement action lead times. These are generically established lead times for processing acquisitions of different types and dollar values. We are working to refine these lead times as part of our advance acquisition planning process and after tracking actual processing times this fiscal year.

[Attachment 1 - Late Submittal Template](#)

cc: Deputy Assistant Administrators
Staff Office Directors
Chief Financial Officers
Heads of Contracting Offices

TO: Director
Acquisition Management Division

FROM:

Subject: Justification for Acceptance of Procurement Action After Cutoff Date

Requisition No. _____

Description _____

Project Officer _____

Purpose and Criticality of Acquisition:

[insert an explanation of the purpose of the acquisition (e.g., continues maintenance of critical equipment; in support of newly mandated policy, research, programmatic requirements; corrects deficiency that has been identified, etc.)]

Example: Acquisition will provide for the continued maintenance of the XXX facility. This contract provides janitorial and housekeeping services for the entire facility housing 300 NOAA employees. Without these services the facility will not be maintained in a safe, healthy working environment and the facility will deteriorate. This contract will provide services to sustain acceptable working conditions for all employees at the facility.

Priority of the Acquisition:

[insert an explanation of what priority the particular acquisition has]

Example: This contract provides for services that help to ensure a safe working environment for NOAA employees. It is essential to ensuring that the facility remain open and operating. Thus, this acquisition is the highest priority.

Reason for Delayed Submittal:

[insert an explanation of the reasons for the delayed submittal] Example: This is a new program and budget uncertainties precluded submission prior to receipt of final budget allocations.

Exhibit 2
Procurement Action Lead Times

Type of Acquisition Action

Code	Description	PALT*
201	Delivery Orders & Simplified Acquisition up to \$25,000	15
202	Simplified Acquisition over \$25,000 to \$100,000	30
203	Delivery or Task Orders Over \$25,000	30
204	Complex Delivery or Task Orders	60
205	Simplified Acquisition \$2,501-\$100,000 Wage Determination Required	100
206	Test Program for Commercial Items \$100,000 to \$5,000,000	120
210	Sealed Bid \$100,000 to \$500,000	94
211	Sealed Bid, \$500,000 to Indefinite	106
212	Sealed Bid, \$100,000 to \$500,000, Wage Determination – Location Known	138
213	Sealed Bid, \$500,000 to Indefinite, Wage Determination – Location Known	150
214	Sealed Bid, \$100,000 to \$500,000, Wage Determination – Location Unknown	146
215	Sealed Bid, \$500,000 to Indefinite, Wage Determination – Location Unknown	158
220	Negotiated Competitive, \$100,000 to \$10,000,000	180
221	Negotiated Competitive, \$10,000,000 to indefinite	201
222	Negotiated Noncompetitive, \$100,000 to indefinite	174
223	Negotiated Competitive, \$100,000 - \$10,000,000, Wage Deter.-Location Known	224
224	Negotiated Competitive, \$10,000,000 to indefinite, Wage Deter. – Location Known	239
225	Negotiated Competitive, \$100,000 - \$10,000,000, Wage Deter. – Location Unknown	222
226	Negotiated Competitive, \$10,000,000 – Indefinite, Wage Deter. – Location Unknown	243
227	Negotiated Noncompetitive - \$100,000 – Indefinite, Wage Deter. – Location Unknown	222
230	Modification to Order	21
231	Misc. Modification – Administrative Change	20
232	Misc. Modification – Funding \$0 – Indefinite	30
233	Misc. Modification – Option \$0 – Indefinite	40
234	Misc. Modification – Unilateral Change Order - \$0 – Indefinite	30
235	Misc. Modification – Option \$0 – Indefinite, Wage Determination	75
240	Supplemental Agreement up to \$25,000, outside scope	67
241	Supplemental Agreement \$25,000 - \$500,000, outside scope	142
242	Supplemental Agreement, \$500,000 to Indefinite, outside scope	163
243	Supplemental Agreement up to \$25,000, outside scope, wage determination	118
244	Supplemental Agreement \$25,000 to \$500,000, outside scope, wage determination	150
250	8(a) Acquisition, \$0 - \$3,000,000 (\$0 - \$5,000,000 if manufacturing)	146
251	8(a) Acquisition \$3,000,000 – indefinite (\$0 - \$5,000,000 – Indefinite if	

	manufacturing	186
252	8(a) Supplemental Agreement \$0 – Indefinite	112
253	8(a) \$0 - \$3,000,000 (\$0 - \$5,000,000 if manufacturing) Wage Determination – Location Known	157
254	8(a) \$3,000,000 – indefinite (\$5,000,000 - indefinite if manufacturing) Wage Determination – Location Unknown	226
255	8(a) \$0 - \$3,000,000 (\$0 - \$5,000,000 if manufacturing) Wage Determination – Location Unknown	182
256	8(a) \$3,000,000 – Indefinite (\$5,000,000 – Indefinite if manufacturing) Wage Determination – Location Unknown	228
257	8(a) Supplemental Agreement \$2,501 – Indefinite, Wage Determination	154
260	A-76 Negotiated Competitive, \$100,000 - \$10,000,000, Wage Determination – Location Known	322
261	A-76 Negotiated Competitive \$10,000,000 – Indefinite; Wage Determination, Location Unknown	
262	A-76 Negotiated Competitive \$100,000 - \$10,000,000, Wage Determination, Location Unknown	
263	A-76 Negotiated Competitive \$10,000,000 – Indefinite, Wage Determination, Location Unknown	
264	A-76 Sealed Bid \$100,000 - \$500,000, Wage Determination, Location Known	
265	A-76 Sealed Bid \$500,000 – Indefinite, Wage Determination, Location Known	
266	A-76 Sealed Bid \$100,000 - \$500,000, Wage Determination, Location Unknown	
267	A-76 Sealed Bid \$500,000 – Indefinite, Wage Determination, Location Unknown	
270	NISH Contract	282
271	NISH Supplemental Agreement	222
276	A&E Negotiated Competitive \$100,000 – Indefinite	218
280	Misc. Supplemental Lease Agreement	91
999	Awards up to \$2,500 (Pilot)	5

*Days

Exhibit 3
Acquisition Points of Contact

<u>Office</u>	<u>Contact Point</u>	<u>Phone No.</u>	<u>e-Mail Address</u>
High Performance Computing Acquisition Staff	William Voitk	301-713-3525 X196	William.Voitk@noaa.gov
Satellite Program Acquisition Staff	Robert Ransom	1-443-745-8544 301-495-7040	Robert.Ransom@noaa.gov
NWS Acquisition Division	Daniel Clever	301-713-3405 X153	Daniel.L.Clever@noaa.gov
NESDIS Acquisition Division	Tom Genovese	301-713-3478 X170	Tom.Genovese@noaa.gov
NOS/NMFS/OAR Acquisition	Mitch Ross	301-713-0820 X108	Mitchell.J.Ross@noaa.gov
Staff Office/External Client Acquisition Division	Gary Rice	301-713-0838 X190	Gary.Rice@noaa.gov
Eastern Region Acquisition Division	Jack Salmon	757-441-6893	Jack.O.Salmon@noaa.gov
Central Region Acquisition Division	Jeanie Jennings	816-426-7458	Jeanie.M.Jennings@noaa.gov
Mountain Region Acquisition Division	Daniel Gomez	303-497-3515	Daniel.R.Gomez@noaa.gov
Western Region Acquisition Division	Heide Sickles	206-526-6033	Heide.L.Sickles@noaa.gov
NDBC Acquisition Office	Tim Black	228-688-2382	Tim.Black@noaa.gov